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ABSTRACT

This manual of the Centralized Processing Center (CPC) was published in 1966 by the Texas State Library as an introduction to, and explanation of, its services. The CPC is defined as a service center which receives requests for material from member libraries, then orders, receives, classifies, catalogs, prepares catalog and shelf list cards, and further prepares the material for use by its members. The manual discussed the following in detail: (1) procedural instructions to members, (2) policies of the Center and (3) procedures used at the Center for ordering, cataloging, receiving and shipping documents. Appendices include: I. Membership Contract and Questionnaire sent to prospective members; II. Forms and Formats; III. Directory of Members and IV. Procedural Flow Charts. (SG)

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MANUAL

(1) (2) TEXAS STATE LIBRARY
CENTRALIZED PROCESSING CENTER. Manual
408 West 15th Street
Austin, Texas, 78701

John B. Corbin, Director
Technical Services Division
and the Center

(3) Texas State Library, Austin. Centralized Processing Center

(5) 66

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I. ADMINISTRATION

A. DEFINITION

"A centralized processing center is a single agency which processes materials for a wider group of libraries."[1] The Centralized Processing Center of the Texas State Library is a service center which receives requests for material from member libraries, then orders, receives, classifies, catalogs, prepares catalog and shelf list cards, and further prepares the material for use by its members. The material is shipped to the member libraries ready for circulation except for property stamping and adding copy and/or accession numbers.

B. ADMINISTRATION

The Center will be administered through the Technical Services Division of the Texas State Library. The Director of Technical Services will serve as the director of the Center, until the time when a separate director can be hired.

In order to get the Center into operation, the initial policies and routines have been devised by the staff of the Center, guided by a questionnaire sent to eleven prospective members and by the experience of the staff and other processing centers. It is hoped that an advisory board can be established as soon as the Center is operating well.

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[1] Evelyn Day Mullen, Guidelines for Establishing a Centralized Processing Center (n.p., 1958, p. [1])

C. SERVICES

Services included.--Services of the Center will include: (1) ordering, (2) receiving, (3) classification, (4) cataloging, (5) mechanical preparation, and (6) providing of catalog and shelf list cards. Mechanical preparation will include (1) book pockets pasted in books, (2) book cards in pockets, (3) date-due cards in pockets, (4) call numbers lettered on spines, and (5) plastic jackets placed on all books except prebinds, some reference books, selected publishers library bindings, and those books without dust jackets.

Part III of this manual outlines the policies of the Center in more detail.

Services not included.--Services of the Center will not include (1) property stamping of books purchased from local funds and (2) placing of copy numbers or accession numbers in books. All books purchased from LSCA Title I funds will have the Texas State Library property stamp applied in two places in all books (see Part II, Section G of this manual)

The Center will handle material purchased through the Center only. A library cannot purchase its books and forward them to the Center for processing. Gift books cannot be forwarded to the Center for processing.

For additional information on the services and policies of the Center, see Parts II and III of this manual.

D. PARTICIPATION

In order to administer the Library Services and Construction Act, Title I, funds, allotted to Texas, the libraries of Texas have been divided into three groups:

1. Group I: Metropolitan libraries (population 200,000 or more)

2. Group II: Urban libraries (population 10,000 to 199,000)

3. Group III: Rural libraries (population 10,000 or less)

Libraries in each group may be allotted money under Title I of the act to be used for the purchase of books.

Due to the number, various sizes, and degrees of adequacy and needs of the libraries in Texas, the services offered by the Center to each group will vary under the current program.

Group I.--The only service offered to libraries in Group I will be centralized ordering. Libraries in this group with money allotted under the LSCA must order all books purchased with these funds through the Center, but the books will be shipped to the individual libraries for processing locally.

Three main reasons have influenced this decision: (1) most metropolitan libraries are set up to handle their own technical services work adequately, (2) a primary aim of this Center is to benefit the medium to small-sized libraries - those who can profit most from the centralized services, and (3) the complete processing of the allocations of several metropolitan libraries would flood the Center and reduce its potential for serving the medium to small-sized libraries. This does not mean, however, that the Center would not like to process completely the material of all member libraries regardless of size in the future; it means simply that in the initial experimental stages of the Center, most large, established libraries probably can do a better job than the Center. The probable trend will be to encourage, morally and financially,

the establishment of other centers over the State to serve different geographic areas.

The only requirement for a library in Group I to obtain the ordering services of the Center is for it to be participating in the LSCA Title I program with the Texas State Library.

Group II.--Libraries in this group with money allotted under the LSCA must order all books purchased with these funds through the Center, but the books can either be shipped to the individual libraries for processing locally or to the Texas State Library for process ng by the Center. Either all books must be processed locally or all books must be processed by the Center.

The only requirement for a library in Group II to obtain the ordering services of the Center is for it to be participating in the LSCA Title I program with the Texas State Library. If a library in this group desires that its books be processed completely by the Center, two additional requirements must be met:

1. The library must agree to accept the policies of processing developed by the Center (see Part III of this manual)
2. The library must sign an agreement of participation in the Center (see Appendix I of this manual)

When all requirements have been met, a library becomes a member of the Center and is entitled to all rights and privileges thereof.

In addition, for libraries in Group II, the Center will order and process books purchased from local funds if the particular library agrees to accept the policies of processing developed by the Center (see Part III of this manual). This service is optional.

Group III.--Libraries in this group with money allotted under the LSCA must order all books purchased with these funds through the Center and have them processed by the Center.

A library in Group III must meet three requirements before it can participate in the Center:

1. It must be participating in the LSCA program of Title I with the Texas State Library
2. It must agree to accept the policies of processing developed by the Center (see Part III of this manual)
3. It must sign an agreement of participation in the Center (see Appendix I of this manual)

When all requirements have been met, a library becomes a member of the Center and is entitled to all rights and privileges thereof.

In addition, for libraries in Group III, the Center will order and process books purchased from local book funds if the particular library agrees to accept the policies of processing developed by the Center (see Part III of this manual). This service is optional.

E. FINANCING

The Center is a pilot project financed through the federal Library Services and Construction Act.

Deductions from allottments under Title I of this act to member libraries will be the actual costs of the books at the lowest possible discount prices. Services of the Center will be free to these libraries as long as they are participating in the LSCA program of Title I with the Texas State Library.

At a later date, either if the LSCA funds cease or when the Center is established and on a self-supporting basis, the charges to

member libraries will be the actual costs of books at the lowest possible discount plus a processing fee for each volume. The processing fee will be determined after a cost analysis is made of the Center whenever the charges will be made.

Bills for books purchased from local funds to be processed by the Center will be paid by the individual member libraries. When these books and invoices are received in the Center, the approved invoices will be mailed to the member libraries for payment by their own business offices direct to the dealer or jobber who shipped the books; no local money can be paid direct to the Center for books purchased.

Complete accountability to any member library of the Center will be possible for all materials processed and for all funds expended (see Part II, Section F of this manual)

F. PHILOSOPHY

A basic assumption in developing this program is that federal funds will cease at a future date, leaving the Center to be supported by State funds, by processing fees, or to wither and die. This center is so designed that a tangible, concrete result of the LSCA funds will remain - stimulated and initiated by federal funds.

As a pilot project, the Center will be experimental and should not be expected to show optimum results the first several years. The introduction of automatic data processing equipment is entirely new in this particular aspect of technical services work; the concept of precataloging is not new but has never been tried successfully in Texas to any extent. However, as a pilot project, the Center should develop

routines, iron out the problems of experimentation, and prove itself as being feasible, economically sound, and desirable for libraries and library patrons in the State.

After its initial experimental stage, the long-range plans for the Center are for it to remain a part of the Texas State Library but be supported by processing fees from member libraries. It is further hoped that other centralized processing centers will be developed over the State, perhaps but not necessarily patterned after this pilot project.

What are some of the advantages of a centralized processing center? There are many; some are:

1. Obtaining of larger discounts from suppliers through consolidated buying

2. Reduction of technical services work

3. Elimination of duplicated work by the member libraries

4. Higher quality of processing through professional work

5. Equalization of the work load of a library in an orderly, efficient, and economical manner

6. Joint use of expensive bibliographic and cataloging tools and of able, trained technical services personnel

7. Greater use of standardized and coordinated rules and practices of classification and cataloging

8. The possibility, through a union catalog in book form and interlibrary loan arrangements, of making the total resources of the system available to each member library, thus increasing materially the breadth of any individual collection in the system while also allowing the reduction of duplication of purchases

9. Almost as important as all other advantages combined is the fact the librarian will be released from technical services work to:

a. Extend and improve the other services of the library while using the same staff and to add and extend other new services

b. Provide on-the-job training for the non-professional staff

c. Improve the administration by providing time for planning and other activities of the library

d. Provide more time for book selection

Of course, there are disadvantages of centralized processing; most of these can be overcome in time:

1. Standardization may require older libraries to modify their policies, even requiring some lowering of previous standards

2. Increased time between book ordering and readiness for patrons

3. Card inconsistencies of form and headings in the card catalogs between old and new cards

4. Individual librarian does not have cataloging and classification process in which to familiarize himself with the materials

It must be understood at the beginning that, in order for this Center to be economically feasible and administratively sound, complete standardization is essential. It is aptly stated in the second annual report of the Library Services Center of Missouri:

> "In the establishment of the Processing Center it is understood by representatives of the member libraries that minimum cost of service can be achieved when all libraries accept ONE standard method for the performance of each detail. Any deviation, however slight, automatically increases the cost and interferes with the maintenance of a production schedule ... Therefore, it is recommended that all member libraries accept all standards and adopt their internal procedures to fit."[1]

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[1]Library Services Center of Missouri, Jefferson City, Mo., Second Annual Report for the Year Ending December 31, 1961, p.2 of "Work Sheets for Internal Management Survey"

II. INSTRUCTIONS TO MEMBERS

A. SELECTION OF TITLES

Selection of titles remains entirely the perogative of the individual member library; the Center in no way wants to attempt to dictate the choice of titles. However, a few general criteria must be met:

1. Only in-print publications will be handled by the Center
2. Only publications published or distributed in the Continental United States or Canada will be handled by the Center
3. Government publications will not be handled by the Center
4. Any publication requiring prepayment cannot be handled
5. Generally, publications under $1.00 will not be handled, due mostly to the reluctance of our jobber to handle paperback and the requirement of many publishers that a minimum order be over $1.00

In addition, member libraries desiring to have their books processed by the Center are asked to select their titles PRIMARILY from the following list of publications in order that the requests can be readily identified and precataloged:

1. American Book Publishing Record (ABPR)
2. Book Review Digest (BRD)
3. Booklist and Subscription Books Bulletin (BL)
4. Childrens Catalog (CC)
5. Cumulative Book Index (CBI)
6. Fiction Catalog (FC)
7. Herald Tribune Book Review (HTBR)
8. Horn Book (HB)
9. Kirkus (K)
10. Library Journal (LJ)
11. New York Times Book Review (NYTBR)
12. Publishers Weekly (PW)
13. Readers Advisory and Bookman's Manual (RA)
14. Saturday Review (SR)
15. Standard Catalog for High School Libraries (HSC)
16. Standard Catalog for Public Libraries (PLC)

The abbreviations in parentheses after each title may be used to indicate the source of a request on the order form. For example, a citation may

read, "BRD, 12-65 p.41," meaning that the source of the request was the Book Review Digest for December 1965, p.41. The source of each request must be on each order form submitted to the Center by those libraries desiring their books processed by the Center.

B. ORDERING

All member libraries must submit their orders on the continuous multiple-order forms supplied by the Center, following the instructions given below. Libraries desiring the Center to order and process their books must follow all instructions; those not desiring the Center to process their books may ignore those instructions marked with an "x"

Please TYPE all multiple-order forms. Please include ALL information requested to avoid delays in receiving your material.

1. PREBIND: If a request is to be prebound, type an "x" at the top in the blank provided beside "prebind." The list price (not special library binding price) should be given for books to be prebound. The prebinding charge will be added automatically later by our contractor

   PUBLISHERS LIBRARY BINDINGS: If a request is to be in a publishers library binding (but not prebinding), type "PLB" for "publishers library binding" after "price each" in the left-hand column.

   Please note: if an "x" is not placed in the place reserved for prebinds or if "PLB" is not placed after the price, regular trade editions will be ordered. Also note that all titles are not available in publishers library bindings; consult the BIP when in doubt

(x)2. SETS OF CARDS: Indicate the number of sets of cards wanted and the number of shelf list cards. A set will include an author card, title card, subject card(s), and cards for other added entries if traced. For example:

   1 cat 2 SL - 1 set catalog cards and 2 shelf list cards
   2 cat 1 SL - 2 sets catalog cards and 1 shelf list card
   0 cat 1 SL - no catalog cards and 1 shelf list card
   etc.

(x)3. REFERENCE BOOKS: Indicate if you want a title to be cataloged as reference by placing "R" in the top-most left-hand corner of the request slip. Books will not be marked reference unless this appears on your order form. When duplicate copies are ordered and one is to be marked reference and the other circulating, send a separate order for each and mark accordingly

4. AUTHOR: Type the author's name, surname first, followed by the initials of any given names. Use the name as it appears in the selection aid you are using

5. TITLE: Type the title of the book; do not include subtitles

6. EDITION NUMBER: Type the edition number here; leave blank if a first edition

7. PUBLISHER: List the publisher's brief name; do not include place of publication or address. If you select a title from a brochure issued by a small or obscure publisher, send the brochure with your request

8. DATE OF PUBLICATION: List the latest copyright date, or, if no copyright date, the latest date available

9. VOLUME NUMBERS: If a title has more than one volume, list the total number of volumes wanted; for example, "4v.," "2v.," etc. If a complete set is not wanted, list the number(s) of the particular volume(s) wanted; for example, "v.1," "v.2-3," etc.

(x)10. SOURCE OF REQUEST: Type the source of the request and indicate the date and page number of the issue of the source (see p.9)

11. LIBRARY CODE: Type the code number assigned to your library here on each form. Important: this is the only method of identifying your requests once received in the Center

12. DATE REQUESTED: Type the current date here

13. NUMBER OF COPIES: Indicate the number of copies you want

14. PRICE EACH: Indicate the list price (price before discount) of each copy. If you want to receive a publishers library binding but not prebinding, type "PLB" after the price

(x)15. FUND: The fund from which a book is to be purchased must be placed under "fund" on each form. Use "LSCA" when a book is to be purchased from LSCA funds allotted to a library and "local" when a book is to be purchased from a library's own book fund

II. INSTRUCTIONS TO MEMBERS

After the order forms have been typed and proofread, tea- the forms apart, remove the carbons, staple the white and yellow copies together, and retain the last copy (only) for your own "books on order" file. Submit your LSCA Title I requests separately from your local funds. It will aid the Center greatly is requests are further separated by p-ebind, publishers library bindings, and trade requests.

Mail all forms (except the slip retained) to the address below at any time, with the minimum of ten order forms being sent at one time:

TEXAS STATE LIBRARY
CENTRALIZED PROCESSING CENTER
408 West 15th Street
Austin, Texas, 78701

C. SHIPPING

If a member library is processing locally its books purchased from LSCA funds, books and invoices will be shipped direct from vendors or publishers to the particular library. The member library will invoice all shipments of books, handle corrections on invoices, defective book returns, shorts, cancellations, etc. The Center wants to receive only correct and approved invoices.

All invoices must have an authorized signature of a representative of the vendor or an attached and signed certification statement. All invoices for $50.00 or more must be signed and notarized by the vendor. Correct and approved invoices and certification or notarization statements should be mailed to the Center.

When books purchased and processed from LSCA or local funds are shipped to a member library, a packing list will be enclosed in each

shipment of books and an invoice (the original of the packing list) will be sent at the same time by first class mail. The invoice and packing list should be checked carefully against the shipment and the Center should be notified immediately of any discrepancy.

When books purchased and processed from a member library's local book fund are shipped to the Center by vendors or publishers, the Center will check the books received, approve the invoices for payment, and forward them to the particular library with the packing list of the processed books for payment through its local business office.

Processed books will be shipped prepaid from the Center to member libraries. If a member has branches or serves more than one library, books will be shipped only to the headquarters building.

Catalog and shelf list cards and the white copy of the original request slip will be inserted in the book pocket of the first copy of a title.

D. CANCELLATIONS

Member libraries not desiring processing by the Center will handle their own cancellations but will report them to the Center in order that the records may be cleared.

The Center will handle cancellations for member libraries desiring processing by the Center and will report periodically to each member.

E. RETURNS AND COMPLAINTS

Member libraries not desiring processing by the Center will handle their own returns to the vendors and publishers. The Center will handle

all returns for those member libraries desiring processing by the Center. If a member library receives a processed book which must be returned, the book should be returned to the Center accompanied by a letter stating the reason for returning the book (book damaged, wrong edition, not ordered, etc.)

Complaints of any kind are welcome in the Center and may be forwarded at any time by any member library to the director of the Center.

F. RECORDS AND STATISTICS

The Center will maintain complete records of all funds for all members of the Center and will report periodically to each. Each report will include:

1. Amount budgeted
2. Total dollar amount encumbered, outstanding, and in process
3. Total dollar amount of all items paid year-to-date (discounted prices)
4. Total free and unencumbered balance

Separate reports will be sent for LSCA/Title I funds and local book funds.

With the automatic data processing equipment of the Center, many statistical reports can be prepared. Planned are:

1. Average length of delivery time of venders
2. Average length of processing time by the Center
3. Average costs of materials
4. Average discounts received by member libraries
5. Average costs of processing

An IBM card file will be maintained permanently of all titles processed by the Center. Into each card will be punched the code number of the member library owning that title and the class number assigned to it,

along with other bibliographical information. From these cards, the Center hopes to print a book catalog or catalogs.

G. MISCELLANEOUS

All books purchased through the LSCA Title I must have a Texas State Library ownership stamp placed in two locations: on the inside front cover and on the page after the title page. For those libraries processing their own books, the Texas State Library will forward a rubber stamp for this use. If a library wants to order additional stamps, the exact wording will be: TEXAS STATE LIBRARY, FIELD SERVICES DIVISION, AUSTIN, TEXAS, 78711.

The Texas State Library will not require that a library keep any special record of any LSCA book aside from the property stamps as described above. All books can be processed, circulated, discarded, rebound, etc., as a library sees fit. The Texas State Library will retain a copy of the original purchase voucher and paid invoices indicating where the books are to meet federal and state requirements of accountability.

The Texas State Library does not want to receive money for books which have been lost and paid for; it does not want to know when any LSCA book is withdrawn from the records. A library is free to purchase replacement copies from collected fines or from allotted LSCA Title I funds.

III. POLICIES OF THE CENTER

A. ORDERING

All purchasing will be done in accordance with all rules, regulations, and contracts of the Texas State Board of Control.

Member libraries must select and submit their requests as outlined in Part II, Section A of this manual.

B. CLASSIFICATION

The classification scheme used in the Center will be the latest edition of the unabridged Dewey Decimal Classification. No number will be carried out more than four places past the decimal point. Dewey numbers recommended in the proofsheets, NUC, PW, etc., will be used as much as possible, with much effort to maintain consistency of classification.

The first letter of the surname of the author of a title will be placed under a classification number to distinguish different titles with the same class number. Different titles by the same author and different editions of the same title will not be reflected in a call number.

In individual biography, the first letter of the surname of the person written about will be placed under a class number instead of the author of the biography. In collective biography, the first letter of the surname of the author, editor, etc., will be used.

For criticisms of a person, the first initial of the person criticized is placed under the class number rather than that of the person writing the criticism.

III. POLICIES OF THE CENTER

No symbols or author letters will be used on catalog cards, shelf list cards, book pockets, book cards, or spines of adult fiction books. The following special classifications will be used in the Center:

E Easy Books.--Defined as all books written for children through kindergarten. If a book merits a Dewey number, it will be placed in "J" rather than in "E" (for easy books, an "E" only on all records and on the spines of the books will be used, with no author letter)

J Juvenile Books.--Defined as all books written for readers in grades one through six (first grade through junior high) (for juvenile fiction, a "J" only on all records and on the spines of the books will be used, with no author letter)

Y Young Adult Books.--Defined as all books written for readers in grades seven through twelve (junior high through senior high) (for young adult fiction, a "Y" only on all records and on the spines of the books will be used, with no author letter)

SC Short Collections.--Includes only stories by more than one author. Collections of stories by the same author will be considered fiction and will have no symbol or author letter. The first initial of the surname of the editor or compiler of the collection will be used under "SC"

R Reference Books.--Not used unless instructed by member library on a request slip. All sets of encyclopedias will be considered reference automatically

92 Individual Biography.--(Exception: biographies of Shakespeare will be classed in 822.33.) 920 will be used for collective biography

History period subdivisions will not be used except for England and the United States. Only major subdivisions will be used for these two exceptions.

Period subdivisions are not used for works of literature.

Bibliographies of a subject are classed with the subject, with the subdivision "016."

Travel books generally are placed in with the history number of a country.

C. CATALOGING

Author Statement.--No brackets or dots of omission are used in cataloging for the Center. Entries used by the Library of Congress in the NUC, PW, ABPR, or the proofsheets, or entries established using the ALA rules for entry will be used. Once an author's name has been established in the main entry file in the Center, that form of the name should be used thereafter for all titles cataloged by the same author.

Dates of birth and death are to be omitted from the catalog cards, with two exceptions:

1. For distinguishing between two authors with the same name
2. For rulers and for presidents of the United States

Titles such as "captain," "sir," etc., are omitted from the author entry. "St.," "Saint," and "Bishop" are used.

Title.--The title is transcribed onto the card with the same wording and spelling that appears on the title page of a book. Subtitles except non-distinctive ones such as "a novel," "a play," etc., are included. A semi-colon is used between a title and a subtitle.

The names of the authors, editors, or compilers are repeated after the title (though not necessarily traced) in the following cases:

1. Joint authorship, editorship, compilership, etc.; if more than three names, the first three are listed and "and others" used
2. When the name on the author line differs greatly from that on the title page, particularly a difference in the surname; for example, pseudonyms
3. When a choice for entry has been made between a corporate entry and a personal author or editor on the title page. The name

not used as the entry should be placed after the title; for example:

American Council on Health and Welfare
Crisis in America, ed. by James Young

When the first word or words of a title repeat the name of the author of a book, the name is not repeated in the title statement; for example: "Emily Post's Book of Etiquette" would be:

Post, Emily
Book of etiquette

In case of a title such as "Complete works of ...," "Poems of ...," "Plays of ...," etc., the author's name is not repeated in the title; for example, the "Complete works of Shakespeare" would be:

Shakespeare, William
Complete works.

Edition.--The edition of a book (except the first, which is omitted) is included after the title or after the statement of authorship when included after the title. Only the edition number is included on the catalog card; for example, "3d ed.," "4th ed.," "rev. ed.," etc., not "3d ed. rev. and enl.," etc.

Imprint.--The place of publication is omitted from the catalog card, except for foreign publications. If two or more publishers are listed on a title page, only the first or the first American publisher is included on the card. The publisher's name is abbreviated as much as possible.

The latest copyright date, shown on the back of the title page, is used as the date of publication. The letter "c" before a date shows that it is the copyright date. If no copyright date is given in a book

and none can be determined from other sources, the date on the title page is used. If no date at all can be found, the abbreviation "n.d." for "no date" is used.

Collation.--The collation includes the number of pages of a one-volume work or the number of volumes of a work in more than one volume, illustration statement, and a series note, if any.

The paging will consist only of the last numbered page in a book; if a book is unpaged, "unpaged" will denote this.

"Illus." will denote any and all types of illustrative matter.

If a book is part of a series, this series name always is placed on the catalog card, with the exception of some publishers' series. None will be traced, however. Numbers in publishers' series are omitted; for example: (Everyman's library) not (Everyman's library, A192)

Notes.--Notes will be used sparingly and seldom but, on the discretion of the cataloger and supervisor, can be used.

Tracings.--See Part II, Section D for a discussion of subject headings.

Joint authors, editors, or compilers will not be traced unless there is a special reason for doing so. If there is an obvious choice between two entries on the title page of a book, an added entry is mde for the name not chosen as entry. The judgment of the cataloger must be used in this case.

Illustrators and translators will not be traced.

Tracings will be placed on the author card only unless a unit card is being used. The number of tracings will be kept to an absolute minimum.

Unless the title is the same as a subject heading assigned to a book, the title is used as it appears in the body of the card. No "inverted" title headings will be used unless absolutely necessary. If there is warrant for this, a subject heading should be assigned.

When a title is "Complete works of ...," "Poems of ...," "Plays of ...," "History of ...," "Short stories of ...," etc., no title card is necessary.

D. SUBJECT HEADINGS

Library of Congress subject headings will be used by the Center.

No subject headings will be assigned to books of fiction or easy books. No dates of birth or death will be used on any added entry cards.

The number of subject headings assigned to a title will be kept to a minimum.

E. CROSS REFERENCES

No cross references will be made by the Center until the services are adequate in other respects.

F. MECHANICAL PREPARATION

Indentions, Margins, Etc..--The indentions to be used in the Center are "first," "second," and "third" indentions. The first indention begins on the ninth typewriter space from the left edge of the card; the second indention, on the twelfth space; the third indention, on the fifteenth space.

The first line of type (the author line) begins on the fourth line down from the top of the card. The margin at the left of the card is

from the edte to the ninth space (first indention). The right margin is variable, depending on the amount of information to be placed on the card; typing, however, should not extend completely to the right edge of the card.

Call Number.--Each line of the call number begins on the second typewriter space from the left edge of the card. The author line is placed on the same line as is the author statement (fourth line down from the top of the card). A class number or special classification symbol is placed on the line above this; the symbol for reference ("R") is placed on the line above the class number.

Author Statement.--The author entry is placed on the "author line" which begins on the fourth line down from the top of the card, on the ninth space (first indention) from the left edge of the card. Additional lines begin on the twelfth space (second indention) from the left edge of the card. After an initial in a name, additional information begins on the ninth space after the initial; for example:

Jones, S Boswell
Edgards, James L ed.
etc.

No punctuation is placed after the author entry unless it ends in an abbreviation such as "ed.," "comp.," etc.

Title Statement.--The title statement is placed on the line below the author line, beginning on the twelfth space (second indention) from the left edge of the card, with all additional lines beginning on the ninth space (first indention). A subtitle, if any, is placed after the title, with a semi-colon dividing the two. The edition number (except th first, which is omitted) begins on the second space after the title,

subtitle, or after the names of authors, editors, etc., listed after the title.

For a hanging indention, the first line begins on the ninth space (first indention) from the left edge of the card and each additional line begins on the twelfth space (second indention) from the left edge of the card. Open entries utilize the hanging indention.

Imprint.--The imprint, consisting of the publisher and the date, begins on the second space after the title statement, or, after the edition number. A comma is placed between the publisher and the date, with a lower case "c" used before a copyright date with no space or punctuation between. A period is placed after the date; for example:

McGraw, c1960.
Houghton, 1965.
etc.

Collation.--The collation, consisting of the paging, number of volumes, illustration statement, and series note, begins on the line below the body of the card on the twelfth space (second indention) from the left edge of the card, with all additional lines beginning on the ninth space (first indention) from the left edge of the card. Each item begins on the second space after the preceding item. The series note is placed in parentheses after the illustration statement. For example:

563p. illus. (Rivers of America)
Unpaged. illus.
2v. illus.
etc.

Notes.--The first note begins on the second line below the collation and no lines are skipped between notes. The first line of each note begins on the twelfth space (second indention) from the left edge of the card and each additional line, on the ninth space (first indention).

Tracings.--Tracings will be placed on the author card only, unless a unit card is being used. They are placed at the bottom of the card just above the hole, with subjects listed first, numbered consecutively with Arabic numerals. Tracings for other added entries, such as joint authors, editors, titles, etc., are numbered with Roman numerals and are placed after the subjects.

The first line of the tracings begins on the twelfth space (second indention) from the left edge of the card, with two spaces left between each item in the tracings.

Added Entry Cards.--Unless a unit card is being used, the main entry or author card, minus notes (except series note) and tracings is duplicated for added entry cards (subjects, joint authors, editors, titles, etc.), and the appropriate heading added above the author line of each.

An added entry heading is typed on the second line from the top of the card unless several lines are needed, in which case the entire heading is centered (as near as possible) between the top of the card and the author line. The first line of type begins on the twelfth space (second indention) from the left edge of the card and additional lines begin on the fifteenth space (third indention). No punctuation is used after an added entry, unless it ends in an abbreviation.

All subjects are typed in black capital letters; all other added entries, in normal capitalization.

Shelf List Cards.--The main entry or author card, minus notes (except series note) and tracings is duplicated for a shelf list card. The "business information" to be placed on a shelf list card will be

(1) month and year of purchase, (2) source, and (3) discounted price. If ordered direct from a publisher, "pub." will be used as the source. For example:

3-65 Interstate 2.10
5-65 Pub. 4.50
etc.

No copy numbers will be used.

Business information begins on the second line below the collation, on the second space from the left edge of the card.

Book Cards, Pockets, Machine Cards.--Each book (except reference books) will be supplied with a pocket, white book card, blue machine card, and a date-due card. The book card, pocket, and machine card will have the call number, brief author, and brief title typed on each. The procedures for all three are the same.

Each line of the call number begins on the second typewriter space from the left edge of the card, with the top line beginning on the second line down from the top edge of the card or pocket.

The author's name begins on the same line as the author letter, approximately two spaces after the last digit of the class number. If additional lines are needed, each line begins on the third space after the first letter of the author; for example:

American Council on Educa-
tion

The title begins on the line under the author, beginning under the first letter of the author's name. If additional lines are needed, each line begins on the third space after the beginning of the title.

Pockets will be pasted onto the front fly-leaf of a book; if the end sheets contain important illustrative matter, pockets will be pasted

on the back of the fly-leaf.

Lettering on Spines.--Call numbers on the spines of books will be placed approximately one inch from the bottom of spines. Occasionally the call number will block out part of the title or author on the spine, but, when lettering many books a day, standardization is essential.

If a spine is too narrow to accomodate a call number, it will be placed on the front of the book, approximately one inch from top edge and close to the spine.

Plastic Jackets.--Plastic jackets will be placed on all books except: (1) prebinds, (2) publishers library bindings with the same illustration on the cover as on the dust jacket, (3) books without dust jackets, (4) dictionaries, (5) encyclopedias, (6) other selected "ready reference" books such as glossaries, annuals, yearbooks, proceedings, etc., and (7) books with plain brown dust jackets.

IV. PROCEDURES AT THE CENTER

A. ORDERING

I. Order forms are received in the Center from member libraries

II. Each form is scanned for completeness and for the proper vendor for purchase

III. Forms are coded; all information is converted to the form that will be punched into the detail cards

IV. After coding, the forms are kept in batches by library code number and by fund

1. An instruction card is completed and placed atop each group

2. A total of the list prices of all forms in a group is made on an adding machine and the tape placed with the group for a control check before and after the purchase order is printed

3. A rubber band is placed around each group and the forms are sent to the keypunch operator

V. A detail card is punched for each order form

1. After punching, the deck of cards is placed into the 403 and a purchase order register printed for proofreading

2. The group of forms, the deck of cards, and the purchase order register are assigned a temporary code letter to keep them together; this code letter is marked on each

3. The purchase order register is proofread against the multiple-order forms

a. Errors in keypunching are circled in red and the correct information marked on the register

b. The total on the adding machine tape and the total on the register is compared; they must be the same. If not, the error(s) must be located and corrected

VI. After proofreading, the order forms, deck of cards, and register are returned to the keypunch operator

1. Errors are corrected in the punched cards

2. The forms, register, and cards are put aside to await the next order date

VII. Orders are printed once a week

1. Detail cards are placed into the keypunch and the date of order gang-punched into the cards

2. The detail cards are sorted by fund, by type of binding, by vendor, by fund, by picking location (in the jobber's warehouse), by publisher, by title

3. Vendor name and address cards are pulled from the master vendor file and inserted in front of the proper decks

4. A header card containing the date of order and the first order number is keypunched

5. The header card is placed in front of the decks and all are placed into the 403

6. The purchase orders are printed from the decks

VIII. The purchase orders are torn apart and distributed

1. Appropriate rubber stamps and forms are applied as needed to the orders

2. The yellow copies of the orders are pulled, the order numbers are recorded in a p.o. register, and the copies filed into the official order file

3. The white and pink copies are forwarded to the bookkeeper, who removes the pink copies for his files and forwards the white copies to the Director and Librarian for his signature and mailing to the vendors

4. The detail cards are filed into the rotary "on order" file

5. The multiple-order forms are alphabetized in one group by author and forwarded to the catalogers for precataloging

6. The vendor name and address cards are refiled into the master vendor file

7. The purchase order registers and adding machine tapes are discarded

B. PRECATALOGING AND PRELIMINARY PREPARATION

I. After purchase orders have been printed, the multiple-order forms for the items placed on order are taken to the main entry/precataloged file and a search is made for previous cataloging

   1. If a title has been cataloged previously

      a. Enough cards are pulled from the extra card file to prepare the requested sets of cards and shelf lists

      b. A rubber band is placed around the cards and the original multiple-order form

      c. All are filed behind the official card in the main entry/precataloged file to await the receipt of the book

   2. If a title has been cataloged previously but no extra cards remain

      a. A note is attached to the original multiple-order form for a new supply of cards to be prepared

      b. Both are filed behind the official card in the main entry/precataloged file to await the receipt of the book

      c. The yellow copy of the multiple-order form is discarded

II. The multiple-order forms for those titles not previously cataloged are given to the cataloger for further processing

   1. A search is made in the book selection tool indicated as a source of information on the form, in the LC proofsheet file, NUC, PW, etc., to find sufficient information about each title

   2. If sufficient information is found for cataloging and classification, a work slip is prepared; if a proofsheet is found, this is used as a work slip

   3. The yellow copy of the multiple-order form is inserted in the shelf list as a temporary slip

   4. The work slip and the white copy of the multiple-order form are clipped together and filed in the main entry/precataloged file to await the receipt of the book

III. If no or insufficient information is found for precataloging or preliminary preparation, the multiple-order forms are filed in the main entry/precataloged file to await the receipt of the book

C. RECEIVING

I. Books and invoices are received in the Center

1. The copy of the purchase order is pulled from the files

2. The punched cards from the "on order" file are pulled for the items listed on the invoice

II. Items received are checked against the invoice, punched cards, etc., for corrections, mistakes, damage, etc., etc.

1. Check marks are placed beside the items received on the invoice and on the purchase order

2. The date of receipt and the discounted prices are placed on the IBM cards for later keypunching

3. Invoices on federal funds are approved and forwarded for payment; invoices on local funds are placed in a file to be mailed with the processed books

4. The purchase order is refiled and the file copy of the invoice filed

III. The truck of books with the punched cards is forwarded for further processing

1. The punched cards for items on the truck are block-sorted into rough alphabetical order (first two letters of an author's name)

2. All slips and/or cards for the library code punched into the IBM card are pulled from the main entry/precataloged file

3. The price per copy is pencilled on the white copy of the multiple-order form for preparation of the shelf list card

4. The IBM cards and the slips/cards are placed in a box on the truck

5. The truck and its records are forwarded to the cataloger for further processing

D. CATALOGING AND CLASSIFICATION

I. Trucks of books will come to the cataloger with the punched cards and all pertinent slips/cards in boxes on top of the trucks

   1. If extra cards are on hand for a title, the cards are checked with the book for consistency

   2. If a title has not been cataloged previously, the work slip prepared earlier is compared with the book and corrections made

   3. If a title has not been cataloged previously and insufficient information for precataloging was found prior to receipt of the book, the title is cataloged and classified and a work slip prepared

II. When completed, the trucks are released to the supervisor for revision; the work is revised and corrected

III. The box of slips/cards for a truck is given to the typist for further processing

E. MECHANICAL PREPARATION

I. The typist sorts the slips/cards for a truck into three groups

   1. Those with cards on hand ready for completion

   2. Those for which cards must be prepared

   3. Those titles which have been previously cataloged but a new supply of cards must be prepared

II. If cards must be prepared

   1. A mat is typed for each title

   2. The mats are sent to the multilithe operator, who runs off a supply of cards and returns them to the typist

   3. Headings are typed on the unit cards for the indicated number of sets

   4. The shelf list cards are prepared

III. If extra cards are on hand

1. Headings are typed on the unit cards for the indicated sets of cards

2. The shelf list cards are prepared

IV. If the supply of extra cards is depleted

1. The official card is pulled from the main entry/precataloged file and a new mat is typed

2. The procedures under II-2 to II-4 are followed

3. The official card is returned to the main entry/precataloged file

V. Pockets and book cards are prepared

1. The sets of cards, shelf lists, and white copies of the multiple-order forms are stuffed into the pockets

2. If there are more than one copy of a title, a rubber band is placed around the group of pockets

VI. The work is revised

1. The pockets are inserted in the proper books on the truck

2. Two unit cards from the supply of extra cards are pulled; one is filed into the main entry/precataloged file and the other in the official shelf list

3. Extra cards are filed into the extra card file

VII. Trucks are forwarded for completion of the processing

1. Pockets are pasted in the books

2. Call numbers are prepared and/or applied to the spines of the books or to the dust jackets

3. Plastic jackets are placed on the books

VIII. The books are shelved by member library to await shipping

F. SHIPPING AND INVOICING

I. Before books are packed for shipping, the punched cards for the books are sent to the keypunch operator

II. The keypunch operator duplicates the detail cards, adding the discounted prices and the date of receipt and shipment

III. The new punched cards are sorted by member library, by fund, then alphabetically by author

IV. Library name and address cards are pulled from the file and the proper cards placed in front of the corresponding decks of cards for the preparation of a shipping report

Note: a separate invoice/packing report is prepared for books purchased from LSCA Title I and local funds for each library

1. The decks are placed into the 403 and a packing report printed for each

2. After printing, the library name and address cards are pulled from the decks and refiled into the master library n/a file

3. The punched cards are placed in a shipped file

V. The printed packing lists/invoices/shipping reports are sent to the shipping clerk

1. The white copy is placed in a window envelope and sent by first-class mail to the member library

2. The titles to be shipped are checked off the yellow copy to make certain that no errors have been made; the copy is placed in one box of the shipment

3. The pink copy is sent to the supervisor

   a. Statistics are recorded

   b. The pink copy is filed

Note: if the books shipped were purchased from local funds, any invoices are attached to the white copy of the shipping report before mailing

APPENDIX I

APPLICATION FOR MEMBERSHIP IN THE
CENTRALIZED PROCESSING CENTER OF
THE TEXAS STATE LIBRARY

The _____
(name of library) (location)

hereby applies for membership in the Centralized Processing Center of the Texas State Library. We previously have applied for and have been granted assistance under the Library Services and Construction Act, TItle I, and agree to the following requirements:

1. Complete a questionnaire from the Center requesting information concerning budget, ordering, classification, cataloging, etc.

2. Accept the policies for processing of the Center

We understand, upon signing this agreement, that we become a member of the Center and have all the rights and privileges thereof, after approval of the undersigned representatives of the Texas State Library.

Amount of local funds to be spent through the Center _____

Amount of Title I LSCA funds to be spent through the Center _____

The foregoing agreement has been read and agreed to and the manual of procedures accompanying this agreement has been read and agreed to on this _____day of _____196___.

Signed _____
(chairman of library board)

Signed _____
(librarian)

Approved _____
(Director of Field Services)

Approved _____
(Director of Center)

APPENDIX I

QUESTIONNAIRE

GENERAL

1. How many volumes did you add to your collection last year?_____ How many titles?_____Approximately what percentage were gifts to the library?_____

2. How many staff members are engaged at the present in order, classification, cataloging, and processing routines?_____; What are the salary costs of these people? _____

3. Can you estimate how much your order, cataloging, classification, and processing costs are per year?_____

4. How many card catalogs to you maintain?_____

ORDER WORK

1. How frequently do you place orders?_____

2. What is your average book discount?_____

3. Do you place many rush orders?_____

4. On the average, how quickly are books received after your order is placed?_____

5. Do you frequently order additional copies of a popular title? _____

BOOK SELECTION

1. Can you briefly describe your book selection process?

2. Do you have a definite list of book selection aids?___If so, would you list the five aids which you use most frequently?

   a. _____
   b. _____
   c. _____
   d. _____
   e._____

CLASSIFICATION

1. What classification scheme do you use?_____

2. For author letters or numbers under the class numbers, do you use (circle one) (1) Cutter numbers, (2) Cutter-Sanborn numbers, (3) first letter of authors' surnames, (4) other [specify]_____
_____

3. In the call number, do you indicate different titles by the same author?_____If so, how?_____

4. In the call number, do you indicate different editions of the same title?_____If so, how?_____

5. Do you use symbols for the following types of books? Please indicate the symbol or classification number. What ages (not school ages) are coverdd by each?

   a. Easy or picture books _____Ages _____to_____
   b. Books for young adults _____Ages_____to_____
   c. Books for juveniles _____Ages_____to_____
   d. Short stories _____
   e. Adult fiction _____
   f. Biography _____"92"_____"B"_____other_____
   g. Mystery stories _____
   h. Western stories_____
   i. Science fiction _____
   j. Texana _____
   k. Reference books _____
   ℓ. Stories by one author _____
   m. Stories by several authors _____
   n. Other (specify)_____

CATALOGING

1. What is the average time interval between the time a book arrives in your library and the time it is placed on the shelves for use?
_____

2. Do you use the name on the title page of a book as the cataloging entry?_____Do you usually follow LC entries?_____
Other (specify)_____

3. Do you include subtitles on the catalog cards?_____

4. Do you make added entries for joint authors?_____editors?_____
illustrators?_____translators?_____

5. Do you use the publication date or the copyright date on the catalog cards?_____Do you place a "c" for "copyright" before such a date?_____

6. Do you use "illus." in the collation to include all types of illustrations?_____

7. Do you use many notes on the catalog cards?_____Describe__
_____

8. Do you trace for added entries made on the author card or on all cards?_____On the shelf list card?_____

9. Do you type your subject headings on subject cards (circle one) (1) all in black capital letters, (2) all in red capital letters, (3) in black using normal capitalization, (4) in red using normal capitalization, (5) other [specify]_____

SUBJECT HEADINGS AND CROSS REFERENCES

1. What subject heading list do you use?_____

2. Do you make many cross references?_____Describe types _____
_____

MECHANICAL PREPARATION

1. Do you place plastic jackets on your books?_____On what types do you <u>not</u> use plastic jackets?_____

2. How many inches from the bottom of the spine do you place your call numbers?_____

3. Do you write the call number, price, source, date of receipt, etc., in each book?_____Where?_____

4. Where do you past (1) book pockets _____
(2) book plates _____(3) date-due slips_____

5. What do you type on your book pockets and cards?_____

6. Do you use various colored cards to denote different types of books for book cards (for example, blue for adult, white for adult fiction, etc.) _____Describe colors _____
_____

7. Are there any other specific routines which you require which you feel might be unique in your library? If so, describe below or on a separate page and attach to this questionnaire

Please return your completed questionnaire to:

Director of the Center
Centralized Processing Center
408 West 15th Street
Austin, Texas, 78701

CLASS NO. PREBIND X YES SETS OF CARDS 1 CAT. 1 SL

LIBRARY CODE 233

DATE REQUESTED 5-7-66

NO COPIES 1

PRICE EACH 4.00

FUND local

EXT PRICE 4.00

AUTHOR (SURNAME FIRST) Jones, W.

TITLE With all my heart

EDITION

VOL. NOS.

SOURCE OF REQUEST

VENDOR CODE

TEXAS STA

CENTRALIZ

CLASS NO. PREBIND X YES SETS OF CARDS 1 CAT. 1 SL

LIBRARY CODE 233

DATE REQUESTED 5-7-66

NO COPIES 1

PRICE EACH 3.95

FUND local

EXT PRICE 3.95

AUTHOR (SURNAME FIRST) Lewis, R.

TITLE In a spring garden

EDITION

PUBLISHER Dial

DATE OF PUB. 1965

VOL. NOS.

SERIES

SOURCE OF REQUEST BL 3-1-66 p665

VENDOR CODE TYPE OF MAT DATE ORD. DATE REC. DISC. PRICE

TEXAS STATE LIBRARY
CENTRALIZED PROCESSING CENTER

CAPITOL STATION
AUSTIN, TEXAS 78711

Multiple-Order Forms (Request Forms)

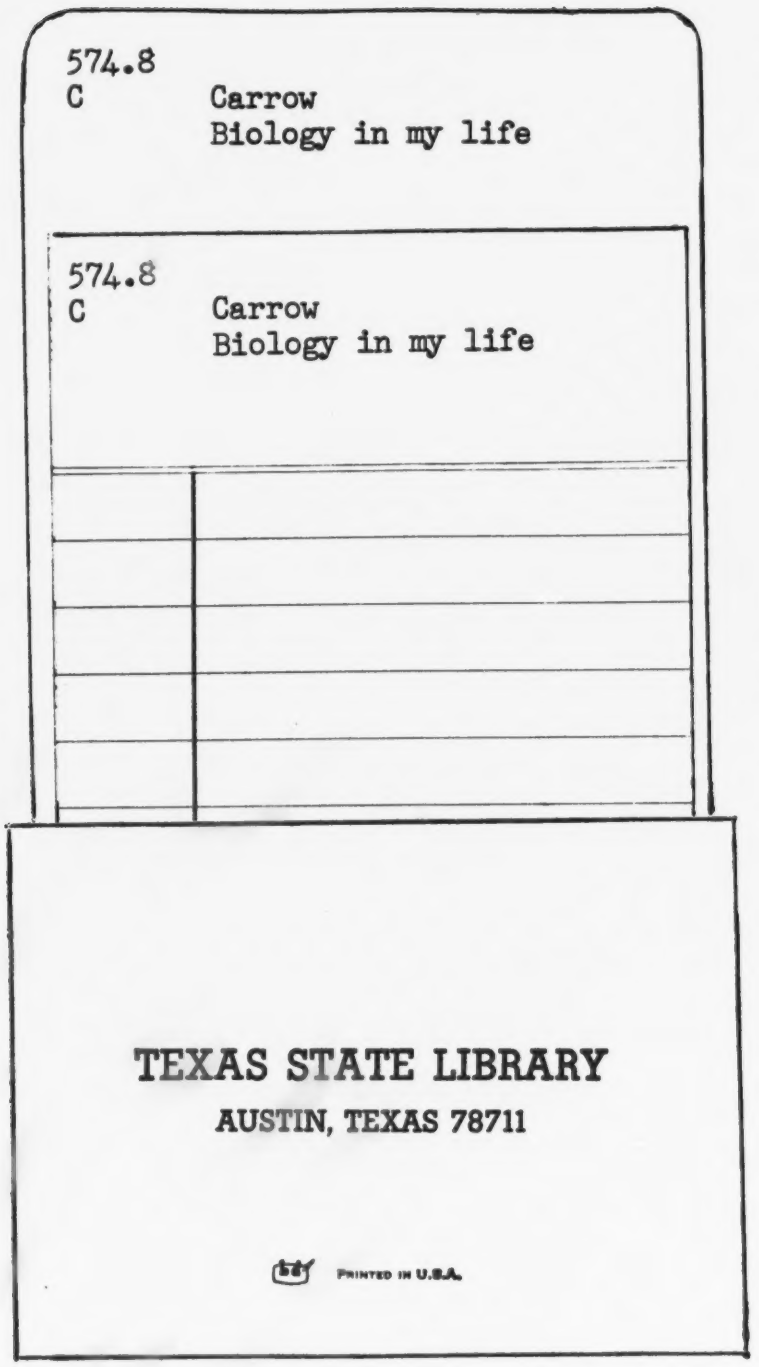
DATE DUE

Please do not remove this card

Please do not remove this card

DATE DUE

Date-Due Card



Pocket and Book card (White)
Blue Machine Card also included.
Books from local funds will not
have imprint

Nuclear war

355.43
B Brown, Neville
Nuclear war: the impending strategic deadlock. Praeger, c1964.

ATOMIC WEAPONS

355.43
B Brown, Neville
Nuclear war: the impending strategic deadlock. Praeger, c1964.
238p.

STRATEGY

355.43
B Brown, Neville
Nuclear war: the impending strategic deadlock. Praeger, c1964.
238p.

355.43
B Brown, Neville
Nuclear war: the impending strategic deadlock. Praeger, c1964.
238p.

355.43
B Brown, Neville
Nuclear war: the impending strategic deadlock. Praeger, c1964.
238p.

5/66 McClurg 4.45

1. Strategy. 2. Atomic weapons.
I. Title.

Sample set of catalog cards and shelf list

APPENDIX II

PUNCHED CARD FORMATS

Detail Card

cc 1-4	vendor code
cc 5-7	library code
cc 8-21	author
cc 22-43	title
cc 44-45	edition
cc 46-49	publishers codes
cc 50-52	date of publication
cc 53-54	volume numbers
cc 55-56	copies
cc 57-59	blank
cc 60-63	price each
cc 64-68	extension price/discounted price
cc 69	fund
cc 70	type of material
cc 71-74	order date (Julian date)
cc 75	type of binding
cc 76-79	date of receipt
cc 80	card code

Name and Address Card

cc 1-4	vendor code
cc 5-7	library code
cc 8-30	vendor/library name
cc 31-53	street address
cc 54-76	city, town, state, zip code
cc 80	card code

Budget Summary Card

cc 5-7	library code
cc 11-12	month
cc 13-14	day
cc 15-16	year
cc 48-63	budgeted amount
cc 64-71	expended year-to-date
cc 72-79	free balance
cc 80	card code

Header Card

cc 11-12	month
cc 13-14	day
cc 15-16	year
cc 17-22	purchase order number

APPENDIX II

PUNCHED CARD FORMATS

Fund Codes (cc 69)

1 State
2 Federal
3 Local

Type of material codes (cc 70)

1 Books
2 Periodicals
3 Standing orders
4 Newspapers
5 Microfilm
6 Government documents

Type of binding codes (cc 75)

0 Trade
1 Prebind

Card Codes (cc 80)

1 On order
2 Shipped
3 Name and address
4. Budget card

APPENDIX III

DIRECTORY OF MEMBERS

211 Rosenberg Library
823 Tremont
Galveston, Texas, 77550

221 Waco Public Library
1717 Austin Avenue
Waco, Texas, 76701

222 Orange Public Library
300 North Fourth Street
Orange, Texas, 77630

225 Pioneer Memorial Library
118 Pioneer Plaza
Fredericksburg, Texas, 78624

226 Boerne Public Library
Box 667
Boerne, Texas, 78006

227 Wharton County Public Library
1017 Alabama Road
Wharton, Texas, 77488

228 Seguin-Guadalupe County Public Library
707 East College Street
Seguin, Texas, 78115

229 Silsbee Public Library
Santa Fe Park
Silsbee, Texas, 77656

230 Trinity Public Library
Trinity, Texas

231 Round Rock Public Library
Round Rock, Texas, 78664

232 Ector County Library
622 North Lee
Odessa, Texas, 79761

233 McKinney Memorial Public Library
402 West Louisiana Street
McKinney, Texas, 75069

234 Commerce Public Library
Box 308
Commerce, Texas, 75428

235 Val Verde County Library
Washington at Spring
Del Rio, Texas, 78840

236 Harlingen Public Library
504 East Tyler Avenue
Harlingen, Texas, 78500

237 Carnegie City County Library
1630 Pease Street
Vernon, Texas, 76384

238 Porter Doss Memorial Library
520 South Kansas
Weslaco, Texas, 78596

239 Comfort Public Library
Comfort, Texas

240 Friench Simpson Mem. Library
P.O. Drawer 269
Hallettsville, Texas, 77964

241 Groveton Public Library
Box 372
Groveton, Texas, 75845

242 Hutchinson County Library
625 North Weatherly
Borger, Texas, 79007

243 Brownwood Carnegie Library
Brownwood, Texas, 76801

244 Bonham Public Library
Bonham, Texas

245 Killgore Memorial Library
124 Bliss
Dumas, Texas, 79029

APPENDIX III

DIRECTORY OF MEMBERS

246 Wilson County Library
1144-C Street
Floresville, Texas, 78114

247 Lucy Hill Patterson Mem. Library
Rockdale, Texas

248 Corsicana Public Library
Corsicana, Texas

249 Burnet County Free Library
107 South Pierce
Burnet, Texas, 78611

250 Eagle Pass Public Library
Box 297
Eagle Pass, Texas

251 McAllen Memorial Library
401 Wichita Avenue
McAllen, Texas

252 Comanche Public Library
Box 643
Comanche, Texas

253 Plano Public Library
1005 15th Place
Plano, Texas, 75074

254 Mid-Texas Bookmobile
Box 692
Lockhart, Texas, 78644

255 Montgomery County Library
Box 579
Conroe, Texas, 77301

256 Sterling Municipal Library
Public Library Avenue
Baytown, Texas, 77520

257 Stephenville Public Library
650 West Green Street
Stephenville, Texas, 76401

258 Llano County Public Library
Box 845
Llano, Texas, 78643

259 Bailey H. Dunlap Mem. Library
Box 965
La Feria, Texas, 78559

260 Hamilton Public Library
Box 117
Hamilton, Texas, 76531

261 Gatesville Public Library
City Hall
Gatesville, Texas, 76528

262 Killeen Public Library
Killeen, Texas, 76541

263 T.L.L. Temple Mem. Library
Diboll, Texas

264 Mt. Pleasant Bookmobile
Box 907
Mt. Pleasant, Texas

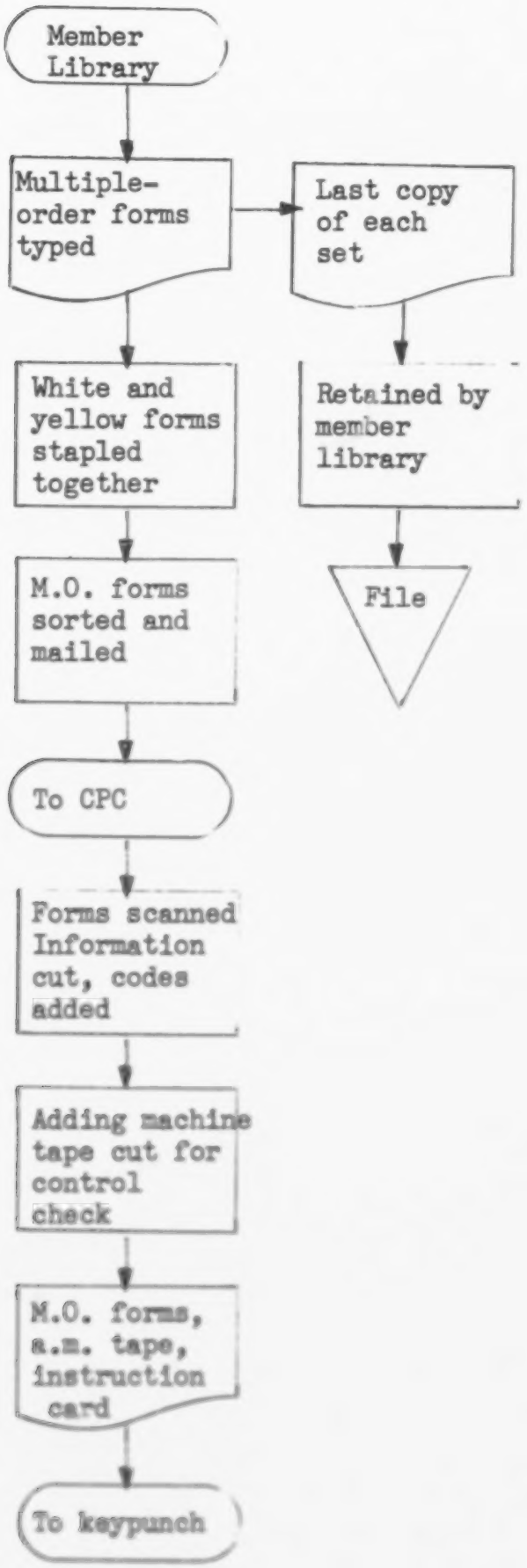

Member Library
Multiple-order forms typed
Last copy of each set
White and yellow forms stapled together
Retained by member library
M.O. forms sorted and mailed
File
To CPC
Forms scanned Information cut, codes added
Adding machine tape cut for control check
M.O. forms, a.m. tape, instruction card
To keypunch

CHART I:
Preliminary order procedures

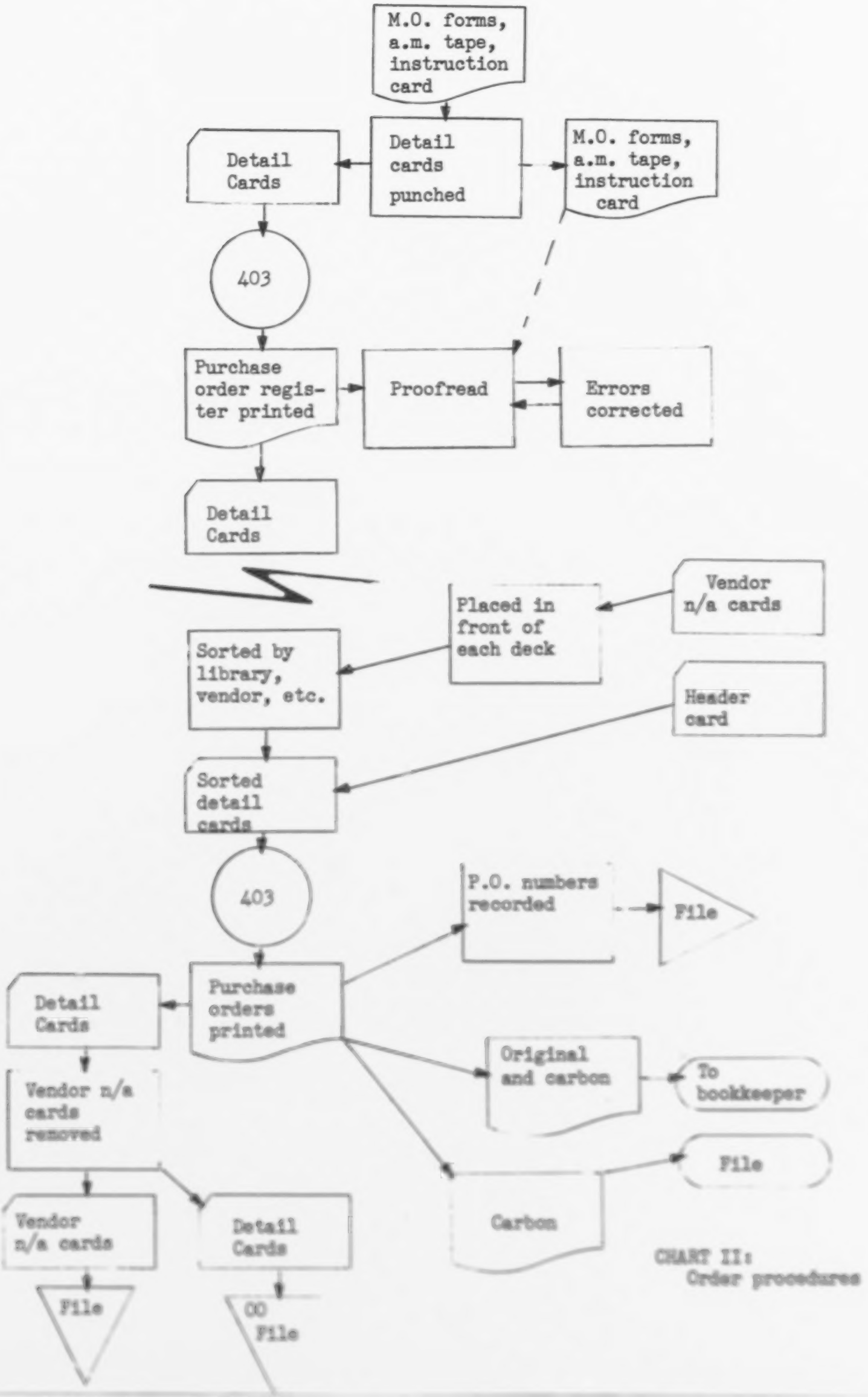


CHART II:
Order procedures

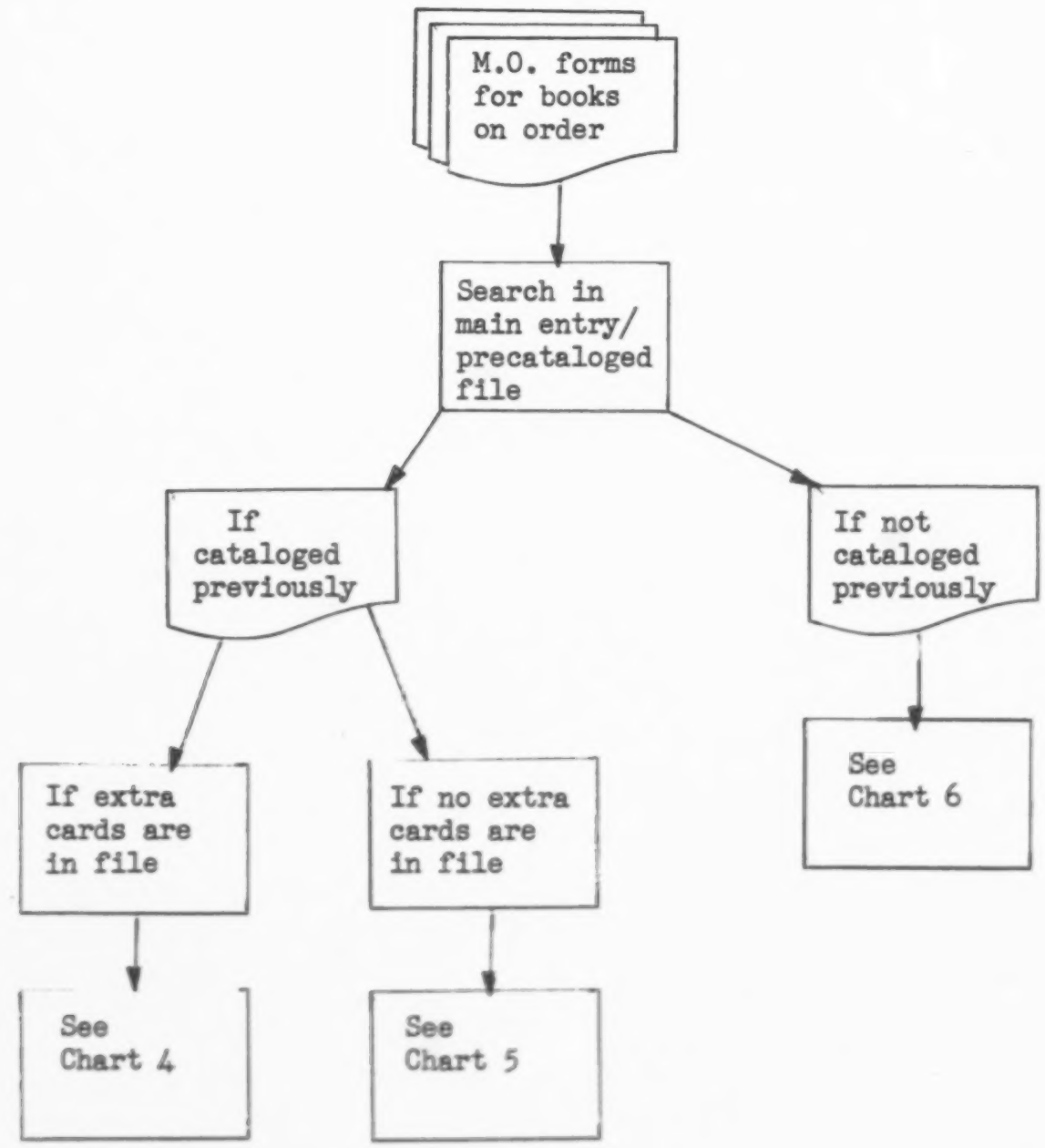

M.O. forms for books on order
Search in main entry/ precataloged file
If cataloged previously
If not cataloged previously
If extra cards are in file
If no extra cards are in file
See Chart 6
See Chart 4
See Chart 5

CHART III:
Precataloging procedures

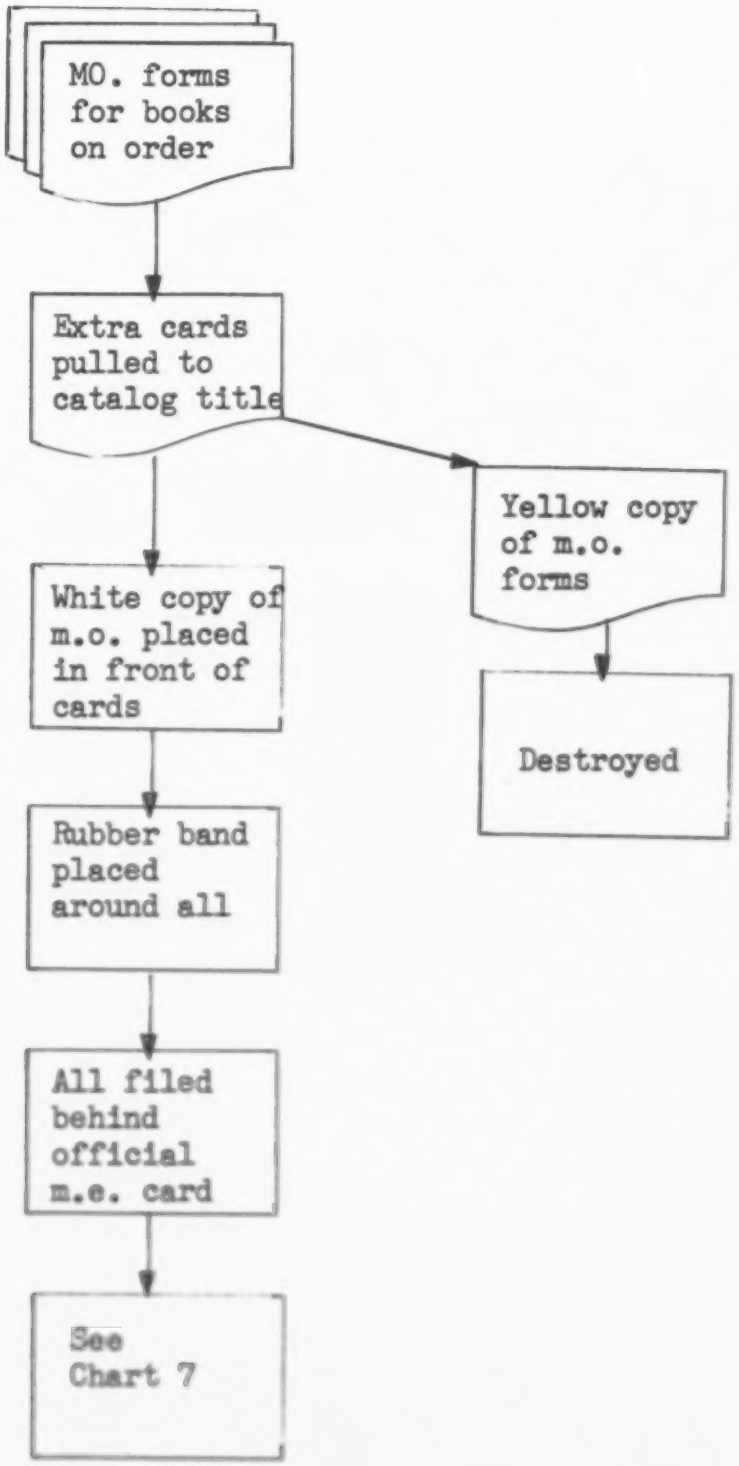

MO. forms for books on order
Extra cards pulled to catalog title
Yellow copy of m.o. forms
White copy of m.o. placed in front of cards
Destroyed
Rubber band placed around all
All filed behind official m.e. card
See Chart 7

CHART IV:
Precataloging procedures if title previously cataloged and if extra cards are in file

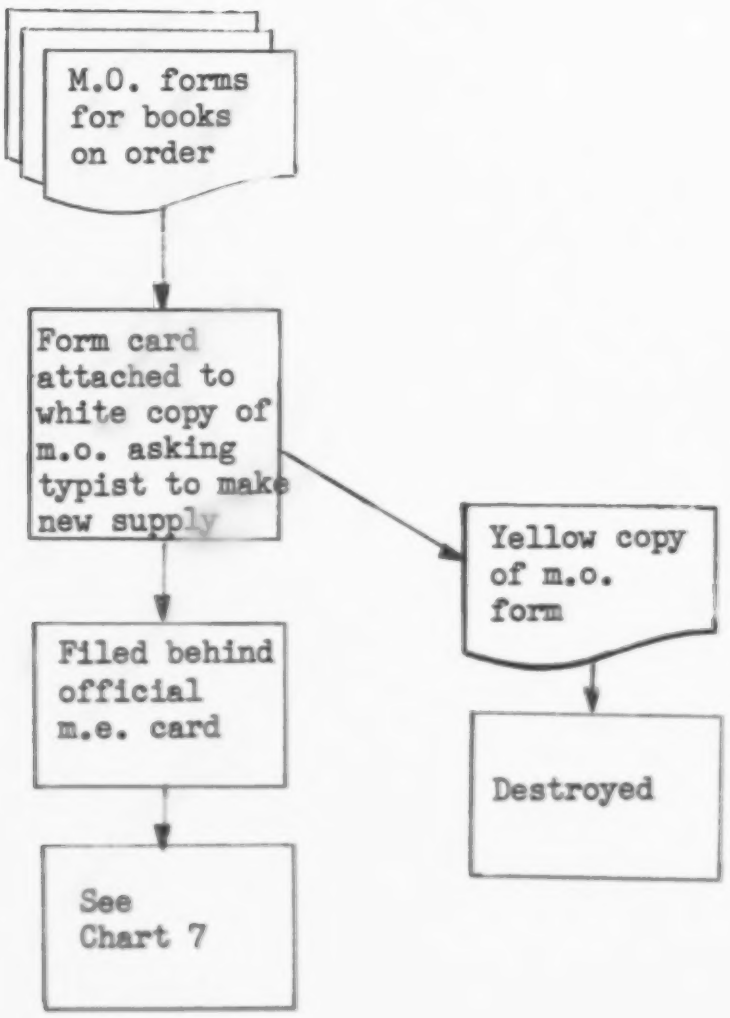

M.O. forms for books on order
Form card attached to white copy of m.o. asking typist to make new supply
Yellow copy of m.o. form
Filed behind official m.e. card
Destroyed
See Chart 7

CHART V:
Precataloging procedures if title previously catalogd but no extra cards left

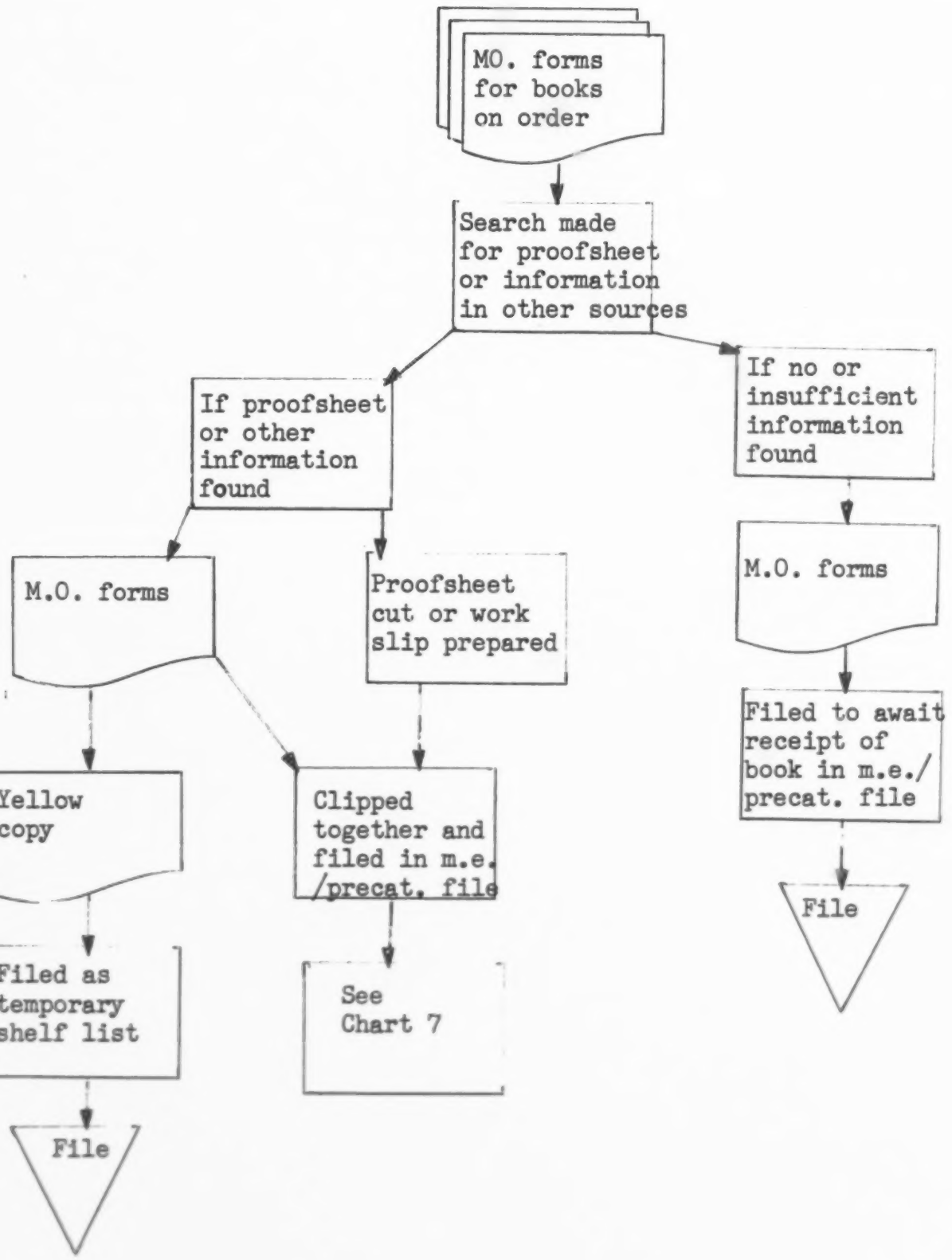

MO. forms for books on order
Search made for proofsheet or information in other sources
If proofsheet or other information found
If no or insufficient information found
M.O. forms
Proofsheet cut or work slip prepared
M.O. forms
Filed to await receipt of book in m.e./ precat. file
Yellow copy
Clipped together and filed in m.e. /precat. file
File
Filed as temporary shelf list
See Chart 7
File

CHART VI:
Precataloging procedures if title not previously cataloged and classified

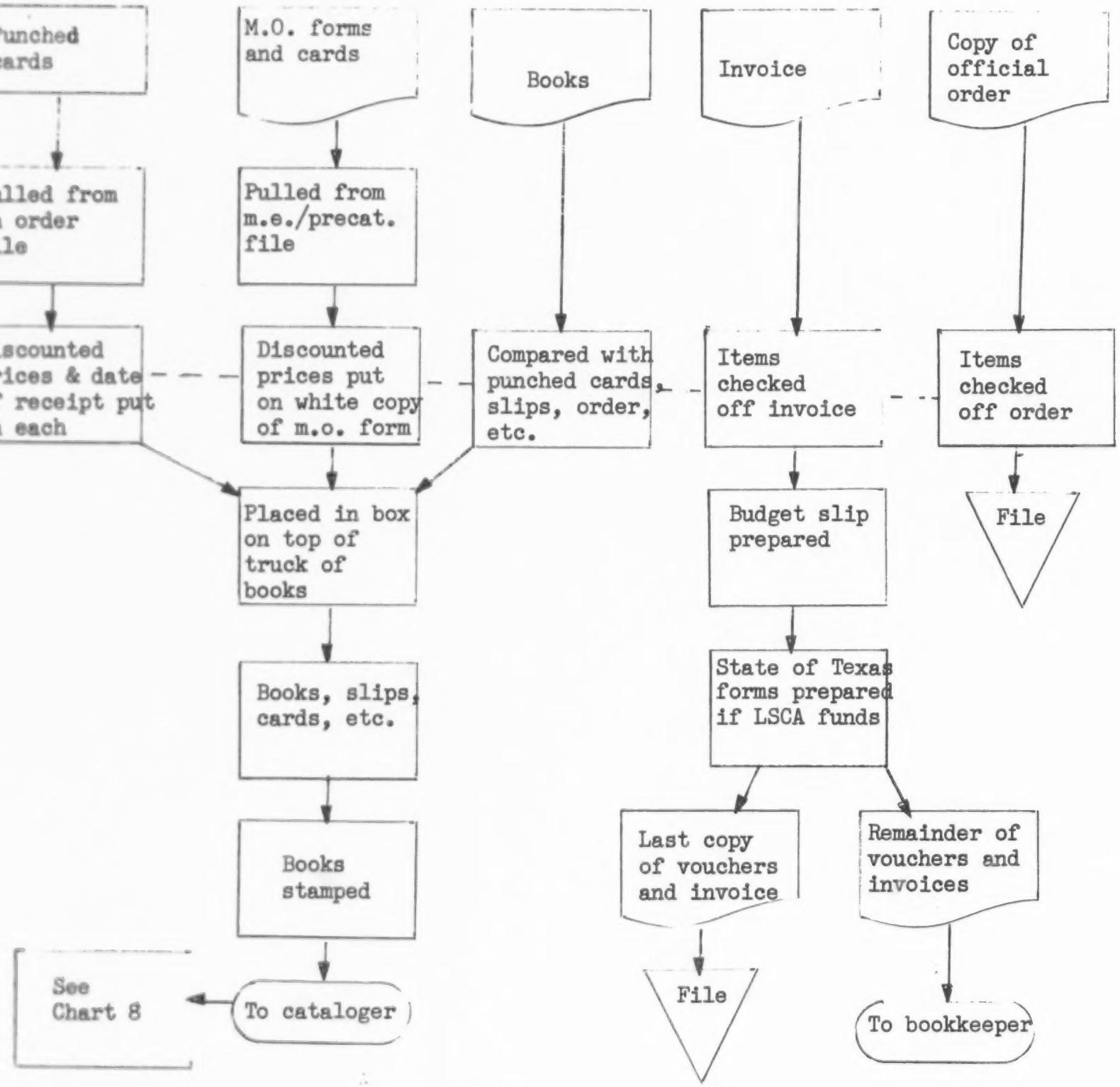

Punched cards
M.O. forms and cards
Books
Invoice
Copy of official order
Pulled from on order file
Pulled from m.e./precat. file
Discounted prices & date of receipt put on each
Discounted prices put on white copy of m.o. form
Compared with punched cards, slips, order, etc.
Items checked off invoice
Items checked off order
Placed in box on top of truck of books
Budget slip prepared
File
Books, slips, cards, etc.
State of Texas forms prepared if LSCA funds
Books stamped
Last copy of vouchers and invoice
Remainder of vouchers and invoices
See Chart 8
To cataloger
File
To bookkeeper

CHART VII:
Receiving books

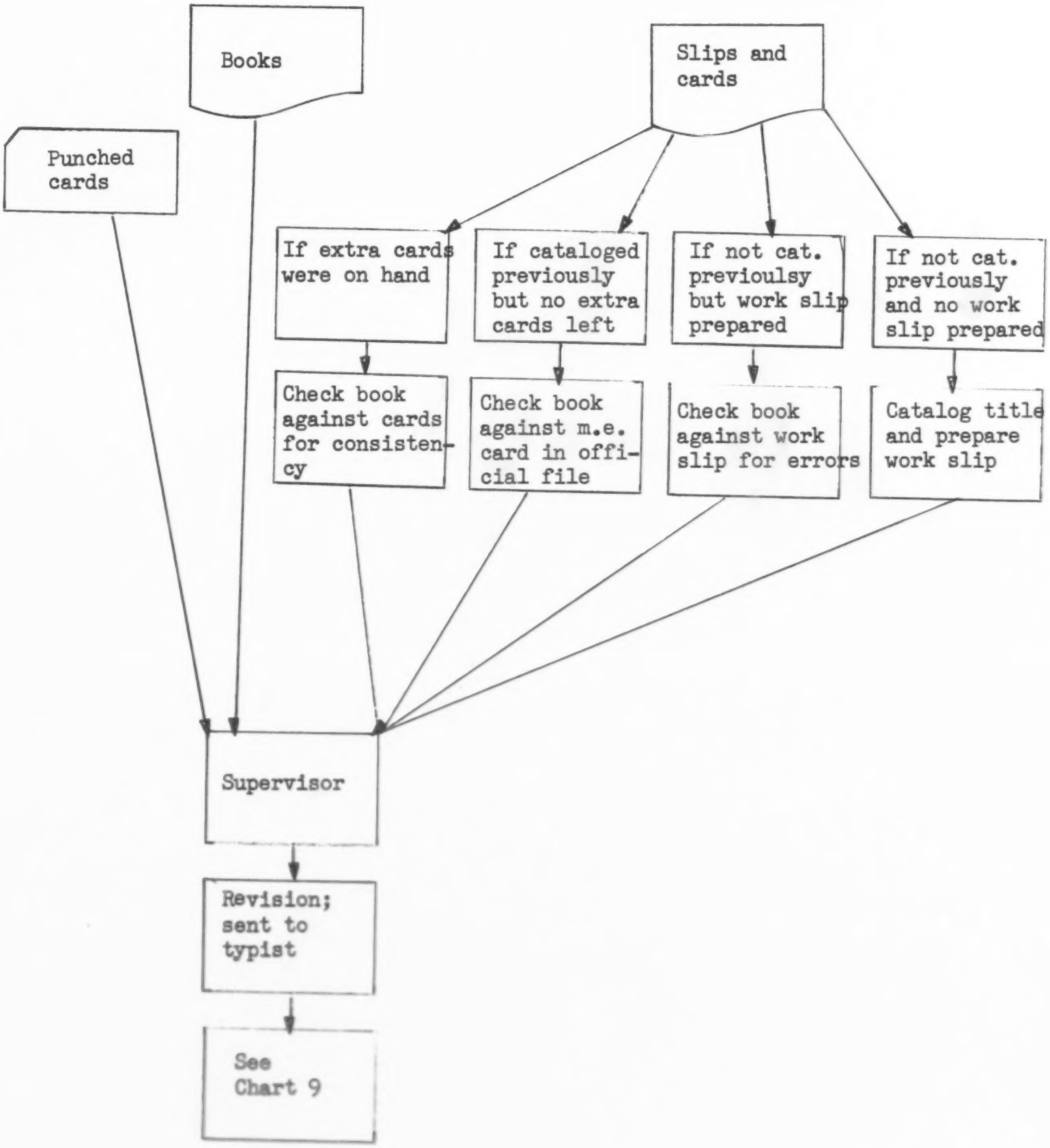

Books
Slips and cards
Punched cards
If extra cards were on hand
If cataloged previously but no extra cards left
If not cat. previoulsy but work slip prepared
If not cat. previously and no work slip prepared
Check book against cards for consistency
Check book against m.e. card in official file
Check book against work slip for errors
Catalog title and prepare work slip
Supervisor
Revision; sent to typist
See Chart 9

CHART VIII:
Revision steps by cataloger

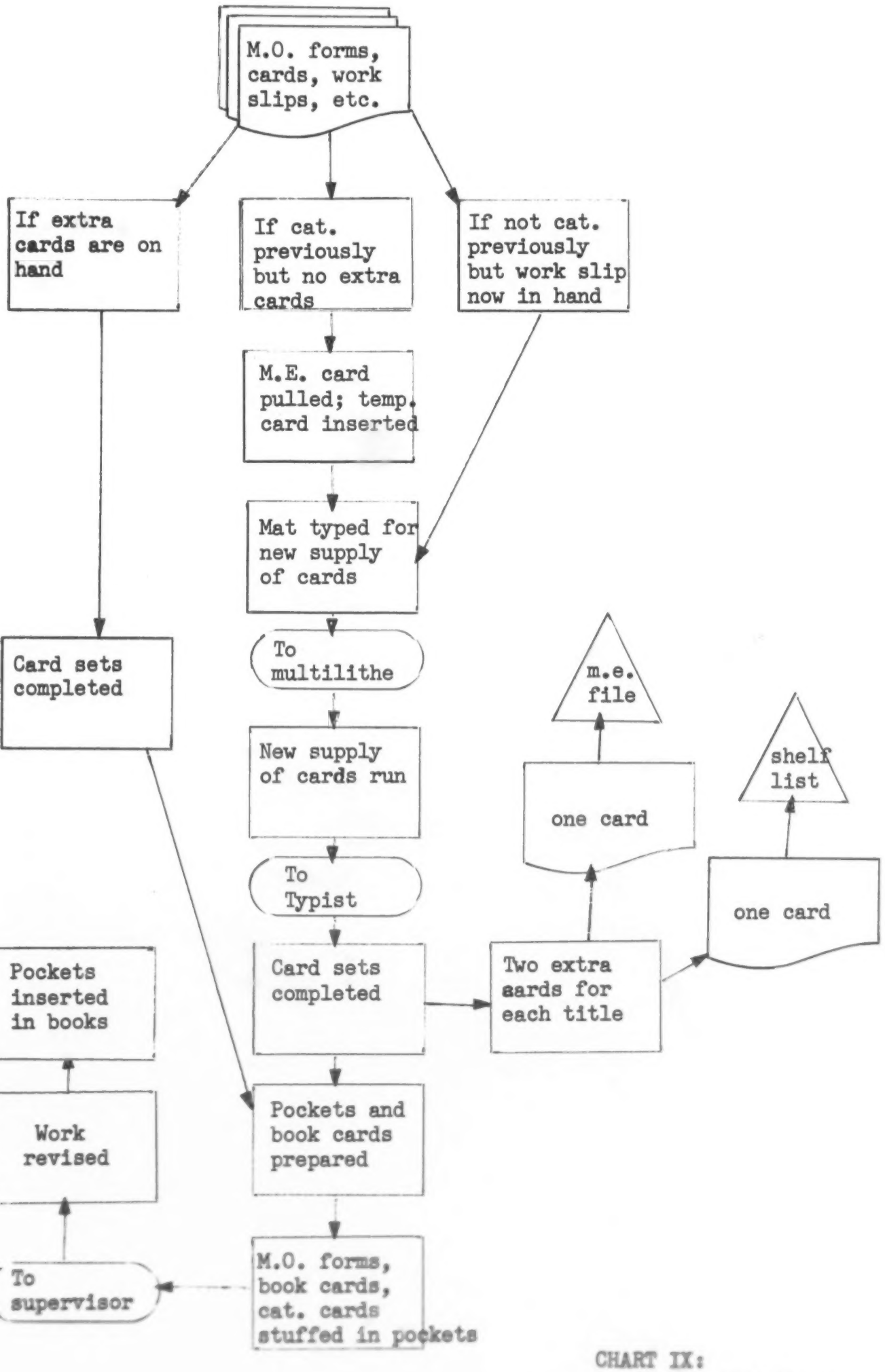

M.O. forms, cards, work slips, etc.
If extra cards are on hand
If cat. previously but no extra cards
If not cat. previously but work slip now in hand
M.E. card pulled; temp. card inserted
Mat typed for new supply of cards
Card sets completed
To multilithe
New supply of cards run
To Typist
m.e. file
shelf list
one card
one card
Card sets completed
Two extra aards for each title
Pockets inserted in books
Work revised
Pockets and book cards prepared
To supervisor
M.O. forms, book cards, cat. cards stuffed in pockets

CHART IX:
Typing procedures

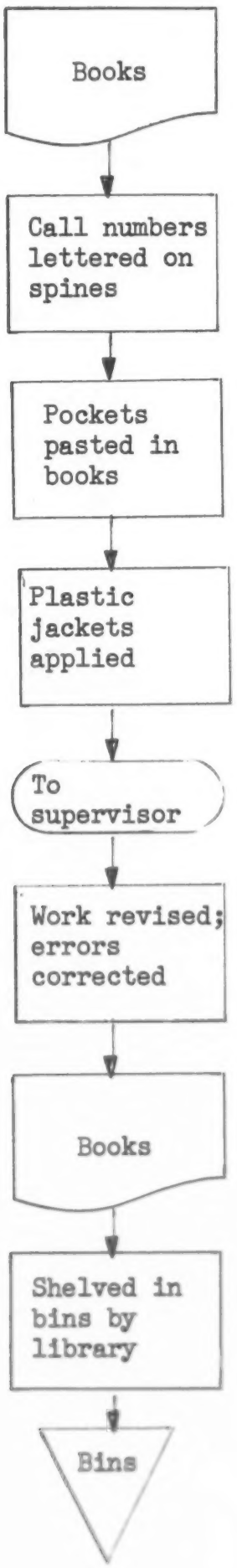


CHART X:
Mechanical preparation

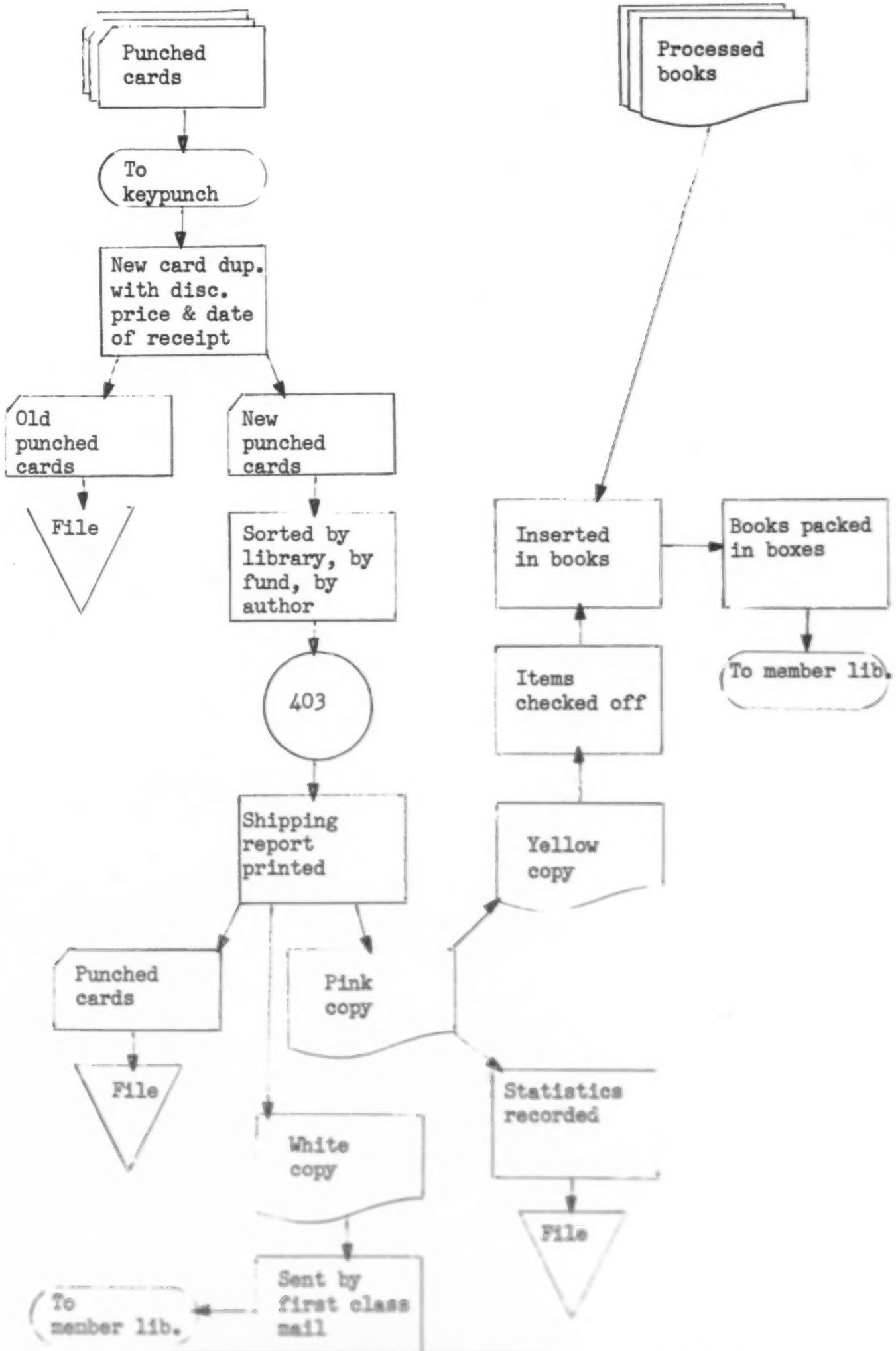


CHART XI:
Shipping